



## The American Baptist Home Mission Societies (ABHMS) is searching for a Publishing Associate

**Who are we?** Founded in 1832, the American Baptist Home Mission Societies (ABHMS) has a long history of meeting human needs and empowering individuals, institutions, churches and communities to share faith, concern and resources to improve the quality of life for all people. ABHMS has done this through supporting education, providing scholarship assistance, publishing Christian resources, funding churches and community centers, counseling and chaplaincy services, intercultural programs, support for immigrants and refugees, advocacy and intervention on behalf of persons living with disabilities, living in poverty, children, senior adults, immigrants, refugees, prisoners and ex-offenders, victims of disasters, and much more.

Judson Press is a publishing ministry and provides Christ-centered leadership resources for the transformation of persons, congregations, communities and cultures. Its backlist of 350 titles is distributed internationally, and resources can be found in churches, libraries, educational institutions, and secular and Christian bookstores.

**Why do we need a Publishing Associate?** This role works at the crossroads of the editorial and business sides of the ABHMS publishing ministry, Judson Press. The position is designed to support the Publisher in ensuring the day-to-day management and business operations of Judson Press. This includes engagement and participation in editorial research, metadata creation and representing Judson Press to authors, agents, vendors, customers and other ABHMS staff and partners. This position is full-time and is available immediately. Successful candidate will need to be within commuting distance of Valley Forge Pa. as the position is based in the corporate offices of ABHMS/Judson Press.

### Primary Duties and Responsibilities

- Copyediting (technical editing) of publication and promotional materials
- Serve as project manager for new initiatives or special programs, as assigned by publisher
- Assist Publisher/Editor with preparation of reports
- Coordinate and collaborate in editorial and marketing meetings
- Manage freelance and vendor relationships as needed and process payments accordingly

- Provide support to editorial and production teams to ensure deadlines are met, troubleshoot or escalate (as appropriate) to prevent missed product deadlines or other business issues
- Provide support and back-up for reprints, permissions, archiving etc.
- Ensure vendor agreements are processed – in collaboration with internal ABHMS units (such as IT, Finance, marketing)
- Provide support and back-up on social media and customer service
- Expand ‘subsidiary rights’ request process
- Read and rate manuscript submissions, as requested
- Basic graphic design (Word and PowerPoint)
- Update title management database (Elan) and web-based sales reporting tools (e.g. PubAlley) and e-catalogs (e.g. Edelweiss)
- Maintain metadata and keywords
- Keep abreast of publishing trends and regularly review appropriate religious periodicals for editorial and marketing
- Participate in the planning and execution of conferences, exhibits and events (online, onsite and offsite)
- Provide support and back-up for author events and vendor relations
- Provide administrative services for Publishing unit as assigned
- Occasional travel to conferences/events may be required

### **Knowledge, Skills and Experiences Required**

- Deep appreciation for the mission, vision, values and goals of ABHMS and Judson Press
- A passion for working with religious professionals
- A passion for reading and content-sharing
- Bachelor’s degree with an emphasis in English, editing, journalism, marketing, strategic communications, or business
- Knowledge of Baptist polity preferred
- Minimum of 2-years’ experience in publishing, editorial or production work
- Strong skills in networking via diverse social media platforms.
- Strong communications skills required.
- Fluency in cultural sensitivity and cultural competency
- Creativity, critical thinking, consistency of output, and strategic planning of work are required for success.
- Highly organized, multi-tasker with strong project management and time management skills.
- Proficiency with Microsoft Office software and Internet applications required.
- Self-motivated with an ability to work collaboratively and in teams.

- Strong professional ethics and sensitivity to confidentiality and accuracy in handling records.
- Competency working in a large non-profit and complex faith-based setting
- Able to promote a positive working environment, spirit of cooperation and positive reactions to change and conflict resolution.
- Demonstrated excellent interpersonal, communication and presentation skills, both written and oral across diverse audiences.
- Ability to occasionally work an irregular schedule, evenings or weekends as needed.
- Able to work additional hours during peak times as well as occasional travel, with ample notification.
- Must live within commuting distance of the ABHMS corporate offices in King of Prussia Pa.

ABHMS is an equal opportunity employer and practices non-discrimination. ABHMS offers a progressive work environment with competitive compensation, comprehensive employee benefits package – including health insurance, retirement plan, life insurance, paid vacation, and sick days plus Christmas week off. Relocation assistance available for the successful candidate presently living outside of the local area.

ABHMS provides staff with the support needed to continue to develop knowledge, skills and abilities along their chosen career path consistent with ABHMS' missional priorities and objectives.

If interested in applying, please send a **Cover Letter** and **Current Resumé** to [HRMatters@abhms.org](mailto:HRMatters@abhms.org) as soon as possible yet no later than February 26<sup>th</sup> 2021.